



## Purchasing NFHS Coach Education Courses at [www.NFHSLearn.com](http://www.NFHSLearn.com)

### Bulk Online Course Purchases

- Go to [www.nfhslearn.com](http://www.nfhslearn.com) and sign in.
- Select the "Courses" page from the drop down menu in the red banner at the top of the page.
- Select the course you wish to purchase.
- Click on the "Purchase" button. (you may have to scroll down)
- Select "I am purchasing one or more courses that I intend to distribute to others."
- Select the course, state, and quantity and click "Add."
- When ready, click on "Checkout."
- Select payment type: Purchase Order or Credit Card.



### Purchase Orders

- You must purchase a minimum of 5 total courses to use a purchase order.
- If you select purchase order, then you will receive notification once your purchase order has been approved or denied.
- Once approved, you will be able to sign in to your account and distribute licenses. The e-mail you receive will include instructions for distributing the licenses (also see Distribution Instructions).

### Credit Cards

- If you select credit card, then you will have immediate access to distribute your licenses once your credit card transaction goes through.
- Please follow the instruction on the screen or see Distribution Instructions.

### Distribution Instructions for Online Courses

- Go to [www.nfhslearn.com](http://www.nfhslearn.com) and sign in.
- Click on the "Distribution" text link just below the red banner at the top of the page.
- If you have made more than one purchase, be sure you have selected the appropriate invoice and courses to distribute.
- Enter the email address and name of the person who should receive the license.
- Click Send License once all information is entered and correct.
- Once a license has been distributed, you can return to the distribution list to check a coach's course progress.



### I have been given a license number, how do I redeem it for a course?

- Step 1: Register on the site or "Sign In" using your email address and password. On future site visits you will always use this email address and password to access courses, purchase courses or redeem licenses.
- Step 2: Click on "My Homepage".
- Step 3: Click the Redeem License button just below the red banner at the top of the page.
- Step 4: Enter your license number and click Submit. (You will only have to enter this number ONE TIME, on future site visits you will access the course by entering in your email address and password). As you enter the license code, be sure you are not confusing numbers and letters.
- Step 5: Follow on screen instructions.

**\*\*REMEMBER:** You will ONLY use this license one time (like a coupon). When accessing the course after the license has been redeemed, sign in using your email address and password.